

Minutes

Regular Emergency Management Meeting



City of Simonton

2017 March 8

This is a true and correct copy of the Minutes of the Regular Meeting of the Simonton Emergency Management Committee held on Wednesday, March 8, 2017 at 6:00p.m.

1. Call to Order. **John Bohannon called the meeting to order at 6:00 p.m. A quorum was present.**
Board members present: Sandy Bohannon, Stephan Sear, Stacy Gootee, Justin Boudreau, John Bohannon, John Sutterfield (late)

Board Members absent: Tina Young

City Staff present: Erica Molina Deputy City Secretary, Shelley Elliott City Administrator.

Public Present:

2. Unfinished Business.

- a. Consider and take action approve minutes; 02.08.17

Motion by Board Member Stephan Sear to accept minutes of 02.08.17 EOC meeting. Board Member Stacy Gootee seconded.

Ayes: All

Noes: None

Motion Passed

3. Business Items.

- a. Review and discuss Enable Fort Bend Registry. Shelley explained that fort bend county shared this registry with us and we have sent out blackboard communication via email and text. Also it is posted on our website. For our elderly, medically or mobility challenged residents. Mayor, City Administrator, Deputy City Secretary and EOC coordinator have access to database. Sandy Bohannon asked if we could post in post office. And john bohannon suggested we send out reminder blasts semi annually.

- b. Review and discuss incident command structure and assigning positions. Coordinator assigned the following:

Operations Chief: Stephan Sear Operations Deputy Chief: John Sutterfield

Planning Chief: Tina Young Planning Deputy Chief: Sandy Bohannon

Planning Assist: Stacy Gootee

Logistics: Justin Boudreau

- c. Discuss possible ways to track information: Sandy and John have been working on excel spreadsheet. Erica and Shelley have been working with google drive and docs. Will discuss further and demonstrate next meeting.

4. Adjournment.

Motion by Board Member Justin Boudreau to adjourn at 7:16p.m. Board Member Sandy Bohannon seconded.

Ayes: All

Noes: None

Simonton

Motion Passed

Respectfully submitted,



John Bohannon, Emergency Management Coordinator



Erica Molina, City Secretary

